



## Oklahoma Certified Emergency Manager Program

### Oklahoma Emergency Management Association

The Oklahoma Emergency Management Association sponsors a professional standards certification program known as the Oklahoma Certified Emergency Manager (OCEM) program.

The goals of this program are to:

- elevate the visibility of the emergency management profession within Oklahoma;
- to encourage continued professional development, education and technical skills;
- to ensure minimal criteria of the Knowledge, Skills and Abilities (KSAs) of the profession.

Standards for Certification are established by the membership of the OEMA. In general terms the standards include emergency management experience, education, and training.

#### INSTRUCTIONS FOR OCEM RECERTIFICATION

1. Complete the Recertification Application. Make sure that all questions are completely answered.
2. Save and/or print your form.
3. Gather necessary documentation. This may be in the form of a PDF document, or printed copies.
4. Email your electronic documents and/or mail your printed documents to the Certification Committee chairman at the address listed on the OEMA website at [www.oema.us](http://www.oema.us) .
5. Mail a \$10 check for the non-refundable processing fee to the OEMA Treasurer at the address listed on the OEMA website.
6. The OEMA Certification Committee chairman will review your application for completeness, and send your submission on to the other committee members. You may receive inquiries should the committee members have questions. You will be notified when the Committee has acted on your application. Formal certifications will be awarded at the Annual Oklahoma Emergency Management Conference.



## Oklahoma Certified Emergency Manager Recertification Application

*The Oklahoma Certified Emergency Manager Credential Program is a voluntary professional certification program administered through and by the Oklahoma Emergency Management Association. OCEM Certification is for four years and must be renewed.*

Applicant Name: \_\_\_\_\_ Jurisdiction: \_\_\_\_\_  
 Address: \_\_\_\_\_ Position Held: \_\_\_\_\_  
 City/State/ZIP: \_\_\_\_\_ Telephone Number: \_\_\_\_\_  
 E-mail Address: \_\_\_\_\_ Date of Application: \_\_\_\_\_

Do you currently hold the Certified Emergency Manager (CEM) award from the International Association of Emergency Managers?    Yes    No (if "yes", please provide documentation)

<b>REQUIREMENT #1: ORGANIZATIONAL POSITION</b>
<i>To successfully renew the OCEM credential, a candidate must continue to currently occupy an Emergency Management Professional Staff position at the Federal, state or local government level within the State of Oklahoma.</i>
Please describe your current Oklahoma emergency management position.
<i>Attach documentation such as such as a, letter of recommendation from your chief elected/executive official and/or an organizational chart showing your position.</i>

<b>REQUIREMENT #2: TRAINING</b>															
<i>To successfully renew the OCEM credential, a candidate must have completed at least 24 hours of EMI / State-Sponsored training during the 24 months immediately preceding the bi-anniversary date of initial certification.</i>															
Please list classes fulfilling 24-hours of training within the past two years.															
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<i>Please attach certificates or other documentation of your attendance. *Please do not send us every training certificate you've ever earned!*</i>															

<b>REQUIREMENT #3: EXERCISING EXPERIENCE</b>
<i>To successfully renew the OCEM credential, a candidate must have conducted or been a major participant in at least one functional or full-scale exercise since initial certification.</i>
Please describe your participation in a functional or full-scale including a short description of the exercise and the date.
<i>Please attach documentation as available.</i>